

**Minutes**  
**Blue Ridge Regional Library Governing Board**  
**Collinsville Branch Library**  
**October 13, 2025**

Board members Rebecca Adcock, Twyla Dillard, Christopher Gardner, Monica Hatchett, Donata Worrell, Hannah Vinova, Lori Hundley (attended via Zoom), and Charrisse Hairston attended.

Also attending were Interim Director Melissa Chapman and Administrative Assistant George Gutshall.

Board members Rives Coleman, and Harry Rhett were unable to attend.

**Call to Order:**

Board Chair Rebecca Adcock called the meeting to order at 3:10 pm and welcomed those in attendance.

The meeting began with a welcome to our new director, Charrisse Hairston with a round of introductions following. Interim Director Melissa Chapman asked for an addendum to the minutes to discuss Square. Hannah Vinova motioned for the addendum with Donata Worrell seconding. The motion passed unanimously.

**Minutes:**

On a motion by Hannah Vinova, seconded by Christopher Gardner, the minutes from the September meeting in Ridgeway were approved unanimously.

**Public Comment:**

There was no public comment.

**Treasurer's Report:**

George Gutshall reviewed the library's financial report.

September was a relatively quiet month. We received revenues from Henry County, Martinsville City, and the Library of Virginia at the time of the meeting. The library did not have any large or unusual expenses either.

On a motion by Donata Worrell, seconded by Christopher Gardner, the report was approved unanimously.

**Committee Reports:**

Finance Committee: The Finance Committee recommended the budget. Hannah Vinova moved that the board accept the FY 2026 budget with Monica Hatchett seconding. The motion passed unanimously. George Gutshall is available to answer any budget related questions.

Marketing Committee: The Marketing Committee met earlier and made the recommendation that each branch have its own Facebook page. They stressed that it would make it easier for people to find events and weather updates and discussed how to create uniformity with each page while differentiating each branch. Melissa Chapman recommended that the board table the discussion for individual branch Facebook pages until they hire a permanent director so that director will have input in this discussion.

Monica Hatchett also recommended that the library update the website to make it ADA compliant in advance of a law going into effect on April 2026. Melissa Chapman will talk with Brian, the head of IT services, regarding the website. Staff utilizing Facebook will need training for ADA compliance as well and Melissa Chapman will look into it.

**Old Business:**

There was no old business.

**New Business:**

An issue came up regarding the charges for Square. At the time, the library was charging a minimum of \$2 to pay via card. Brian Robinson expressed his concern about charging a minimum amount as he had already built in the 3% surcharge from Square into the fee. After some research, we were concerned about continuing to charge the \$2 minimum fee on cards so the library removed that restriction. Hannah Vinova expressed concern about revenue loss from it and Melissa Chapman said she would investigate, but felt that the revenue loss would be minor.

Melissa Chapman updated the board regarding some of the issues that the library has been having receiving books in a timely manner. One of our major vendors, Baker and Taylor, declared bankruptcy early this month and liquidated their entire inventory. Susan Mikles, our Head of Acquisitions, is currently looking into other vendors and working to minimize any delay in receiving books, but there may be delays due to Baker and Taylor's bankruptcy.

**Friends Report:**

The next Friends of the Library book sale will be Friday, November 21<sup>st</sup> for members and Saturday, November 22<sup>nd</sup> for non-members. Melissa Chapman received quotes for upgrading the lights in the Friends area and passed along the information to Lewis Turner. Lewis Turner selected Triangle Electric to upgrade the lights. Triangle completed work earlier this month.

**Director's Agenda:**

Interim Director Melissa Chapman referred the board to the printed director's report. She highlighted the progress on the cameras (at the meeting time, 24/7 Security had completed cameras at the Patrick County and Collinsville branches), her meeting with Dale Wagoner, and instituting interdepartmental meetings at the library.

**Adjournment:**

On a motion by Twyla Dillard, seconded by Monica Hatchett, the meeting was adjourned at 3:43.

Recorder  
Melissa Chapman

Monica Hatchett  
Secretary